

YOUTH SERVICES POLICY

Title: Access to Computers and Certain Office Equipment by Youth Next Annual Review Date: 11/10/2017	Type: B. Classification, Sentencing and Service Functions Sub Type: 8. Youth Related Services Number: B.8.10
Page 1 of 5	
References: ACA Standards 2-CO-1F-06 (Administration of Correctional Agencies), 4-JCF-6B-09 (Performance-Based Standards for Juvenile Correctional Facilities); YS Policy Nos. A.4.2 "Standard Operating Procedures for Non-Secure", A.5.1 "Access to, Security of, and Use of Information Technology Resources and Mobile/Cellular/Smartphone Devices", and B.7.1 "Education "	
STATUS: Approved	
Approved By: <i>Mary L. Livers, Deputy Secretary</i>	Date of Approval: 11/10/2014

I. AUTHORITY:

Deputy Secretary of Youth Services (YS) as contained in La. R.S. 36:405. Deviation from this policy must be approved by the Deputy Secretary.

II. PURPOSE:

To establish the parameters allowed for access to computers and certain office equipment by youth under the supervision of or in the custody of YS.

III. APPLICABILITY:

Deputy Secretary, Assistant Secretary, Undersecretary, Chief of Operations, Deputy Assistant Secretary, Director of Education, Regional Directors, Facility Directors and Regional Managers.

Unit Heads are responsible for ensuring that all necessary procedures are in place to comply with the provisions of this policy.

IV. DEFINITION:

Post-Secondary Education - Any schooling, beyond the high school level is considered "post-secondary". Post-secondary education is often referred to as higher education. Undergraduate, postgraduate and vocational schools make up the various types of post-secondary education. Learning trades is done at vocational schools. These are also called trade schools or career colleges.

V. POLICY:

It is the Deputy Secretary's policy to provide youth with controlled access to computers and office equipment as appropriate for participation in educational, rehabilitative, industrial and job-skills programs.

YS shall provide comprehensive year round educational and vocational programs which include a broad variety of components appropriate to the needs of youth. The YS educational program has been approved by the State Board of Elementary and Secondary Education as an alternative school, and shall operate in accordance with State laws (refer to YS Policy No. B.7.1).

VI. PROCEDURES:

Access to computers in privately operated facilities shall be outlined in the standard Operating Procedures for Contract Providers (YS Policy No. A.4.2). Compliance shall be monitored by Community-Based Services (CBS).

Youth Access to computers and related equipment must follow the conditions listed below. Exceptions to these procedures are found in Section VII.

- A. General supervision by appropriate staff shall be required in any area where youth are using computers, printers, scanners or copiers. Documents printed, scanned or copied by youth shall be monitored and reviewed as deemed appropriate by the Facility Director.
- B. Computers and other equipment used by youth shall not be equipped to provide the opportunity for access to any of YS' information systems, e-mail and/or the Internet.
- C. Computers, printers and scanners used by youth in educational, rehabilitative, industrial and job-skills programs, shall be secured when not in use. External storage media and printers assigned to these program areas shall be closely monitored to prevent the inappropriate transfer of information, either electronically or in printed form.
- D. Computers and other office equipment used in educational, rehabilitative, industrial and job-skills programs shall not be used to draft legal documents, newsletters, publications or any documents not specifically connected to program participation.
- E. Youth may not possess personal computers or any component thereof.

YS Policy No. B.8.10

Page 3

- F. Youth may use external storage media (CDs, etc.) excluding USB flash drives, as authorized by appropriate personnel when participating in educational, rehabilitative, industrial, or job-skilled programs. All removable media shall be inventoried and accounted for at the end of each work day.
- G. In addition to the safeguards outlined in Section 5.A. through F., the following practices and security measures shall be established for youth computer labs:
1. The only software installed on computers shall be that needed to meet the purposes of the lab: educational; rehabilitative; industrial; or job-skills programs. The use of such software must not compromise YS' computer security infrastructure, and shall be approved by the Public Safety Services (PSS) Information Technology (IT) Director, pursuant to YS Policy No. A.5.1.
 2. Software licenses/agreements and hardware warranties shall be maintained on file by PSS IT Director.
 3. Quarterly inventories of the youth computer lab shall be conducted by facility IT Liaison personnel and the Principal/designee to ensure that all computers, printers, consumable supplies and other equipment are in good working order and accounted for, and to ensure that no unauthorized software has been installed on the computers. Copies of the inventory shall be maintained by both facility IT personnel and the Principal's office.
 4. Computers shall be secured to prevent youth from installing and accessing any unauthorized software, and to prevent youth from changing any of the computer's operating systems or hardware configurations and settings.
 5. Youth are not allowed to establish any passwords on the computers without authorization; a list of all passwords shall be kept on file.
 6. Outside agencies that establish and operate computer labs at a secure care facility shall ensure all new hardware and software are reviewed and approved by appropriate personnel at the facility prior to installation, and that the agency complies with the above practices and security measures.
- H. The Facility Director shall establish a procedure for review and approval of requests for computers and other office equipment needed in program areas, pursuant to YS Policy No. A.5.1.

YS Policy No. B.8.10

Page 4

- I. Facility procedure shall provide for periodic detailed inspection of all computers and office equipment to review contents of hard drives, external storage media, etc., and to scan for viruses.
- J. Each facility shall maintain a comprehensive inventory of computers (both desktop and laptop), and office equipment used by youth. The inventory shall include, at a minimum:
 1. Location;
 2. Type of equipment;
 3. Serial and property control numbers;
 4. Program or purpose;
 5. Security features; and
 6. Software.
- K. Computers or peripherals shall not be removed from the grounds of a secure care facility for any purpose, including repairs, without the written authorization of the Facility Director.

VII. EXCEPTIONS:

- A. During the months of November, December, April, May, and June, computers with connectivity to the End of Course testing material shall be allowed and housed in a secured location. Youth utilizing these computers shall be accompanied and monitored by facility personnel approved by the State Department of Education (DOE) to administer the End of Course (EOC) testing.
- B. In an attempt to meet the State of Louisiana's graduation requirements, and to provide an opportunity to enroll in post secondary educational courses/programs, selected students may be allowed to participate in online coursework.

Youth utilizing computers and the internet for educational purposes shall be housed in a secured location, and shall be accompanied and monitored by selected facility personnel serving as mentors to these students.

- C. Both, students and facility personnel involved in this process shall be required to sign a contract and agree to the terms as set forth in the contract, outlining the expectations and responsibilities established by YS, in conjunction with the selected online service provider.

YS Policy No. B.8.10

Page 5

- D. For the purpose of credit recovery, dual credit, to fill areas of teacher critical shortage, and for National and State test preparation, selected students may be enrolled in Edgenuity's Securenet online course. (Through the use of Edgenuity's Securenet, the youth are directly connected to Edgenuity via a closed system. The youth can only access specified websites and not others. While utilizing this system, at no time will youth ever interact with the live Internet.)

- E. Any and all high school course selected for enrollment, for credit toward a high school diploma, shall be approved by the Louisiana state DOE.

Previous Regulation/Policy Number: B.8.10

Previous Effective Date: 10/31/2013



Attachments/References: B.8.10 (a) Student Contract Nov2014.doc



B.8.10 (b) Teacher Mentor Contract Nov2014.doc